

**CITY OF ANNAPOLIS**  
**Department of Neighborhood and Environmental Programs**

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## Department of Neighborhood and Environmental Programs

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### **Fund Support:**

General Fund

### **Description:**

The Department of Neighborhood and Environmental Programs, the quality of life department, is made up of two divisions, Code Enforcement and Environmental Programs. Code Enforcement is responsible for licensing, permitting and inspections relating to all facets of code enforcement including, but not limited to, construction, rental housing, zoning, construction trades and waste water pretreatment. Environmental Programs is responsible for the enhancement of the environment through projects and programs including, but not limited to, urban forest, “Clean Air Initiates”, “Keep It Clean” campaign, storm water management and trail systems.

### **Mission:**

Maintain and improve the neighborhoods and environment of the City through innovative, consistent and effective environmental programs and code enforcement.

### **Services:**

- Regulates and educations regarding the storm water management program.
  - Maintains and enhances the City’s urban forest.
  - Promotes and enforces the City’s “Keep It Clean” program and “Clean Air Initiatives”.
  - Regulates private solid waste collection.
- ### **Goals & Objectives:**
- Provide prompt, courteous and consistent code enforcement and environmental programs.
  - Inspect all rental housing units at least once per year.
  - Provide 24/7 customer service through new technology.
  - 100% staff certification.
  - Provide field inspections within 24 hours of request.
  - Improve field staff technology through the use of technology including PDA’s, laptops, on-line permitting and voice mail.
  - Expand off-hour enforcement programs.
  - Expand public information of environmental and code programs.
  - Cross train staff for more efficiency and improved coverage.
  - Complete integration of new office functions to provide one stop code and environmental programs service.
  - Reduce code violations by 10%.
  - With the use of new technology, 25% faster permit processing.
- Permits and inspections of all construction of a cost of \$200 or higher to promote safety and code compliance.
  - License and inspect all rental housing to ensure safe and sanitary living conditions.
  - License all contractors and related construction trades doing business in the City.
  - Inspect and enforce zoning regulations as set forth in the City Code.
  - Permits, inspects and educates the waste water pretreatment of certain commercial establishments.

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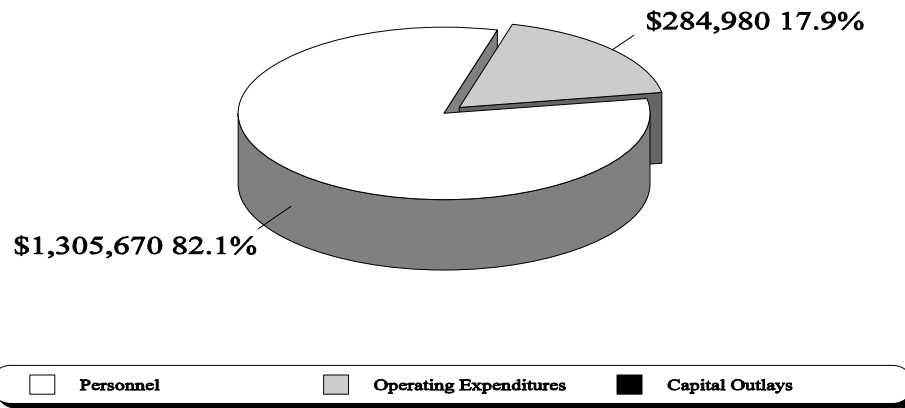
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- 100% elementary school “Clean Air Initiative” curriculum in City of Annapolis schools.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$1,005,330	\$1,163,170	\$1,305,670	12.25%
Other Operating Expenditures	121,000	311,780	284,980	-8.60%
<b>Total Expenditures</b>	<b>\$1,126,330</b>	<b>\$1,474,950</b>	<b>\$1,590,650</b>	<b>7.84%</b>

FY 03 Expenditures represent those of the Inspection and Permits section of Public Works only.

**Department of Neighborhood & Environmental Program**  
*Budget By Expenditure Type*



Because the Department of Neighborhood and Environmental Programs consists of only one major division, a comparison of divisional budgets is not applicable.

## Department of Neighborhood and Environmental Programs Staffing Summary

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	<i><b>FY 2003 Actual</b></i>	<i><b>FY 2004 Adopted</b></i>	<i><b>FY 2005 Adopted</b></i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Personnel	20	20	20
<b>Department Total</b>	<b>20</b>	<b>20</b>	<b>20</b>

FY 03 Positions represent FTE count for positions listed below City-wide.

### Staffing Summary By Position - FY 2005 Permanent Positions

	<u>Total FTE</u>		<u>Total FTE</u>
<i>Neighborhood and Environmental Programs:</i>		<i>continued</i>	
Director . . . . .	1	Electrical Inspector . . . . .	1
Assistant Director . . . . .	1	Housing Inspector . . . . .	3
Office Associate III . . . . .	1	Civil Engineer I . . . . .	1
Administrative Office Associate . . . . .	1	Life Safety/Mechanical Inspector . . . . .	1
Chief Code Enforcement . . . . .	1	Plan Reviewer . . . . .	1
Chief Environmental Programs . . . . .	1	Pretreatment Inspector . . . . .	1
Senior Housing Inspector . . . . .	1	Environmentalist . . . . .	1
Building Inspector . . . . .	2	Zoning Enforcement . . . . .	1
Plumbing/Utility Inspector . . . . .	1		

The Department of Neighborhood and Environmental Programs has a temporary General Clerical position, intern and two temporary Inspectors.